

17th January 2024



BER Certificate – Mandatory for all new Property Specific Applications

Welcome to our first Broker News of the year. Wishing you a prosperous New Year. We are looking forward to working with you in 2024.

Process update:

From January 18th 2024 The Mortgage Store will require a BER certificate to accompany all new Property Specific mortgage applications.

What's changing:

From today, all new mortgage applications must have a Building Energy Rating (BER) as part of the application process. It is a Regulatory requirement for all property sales to have a BER cert in place before the property can be put on the market. It will also be used to assist us in tracking our Environment, Social & Corporate Governance (ESG) targets. According to our recent customer research, **90% of FTBs view the BER of their future home as a deciding factor pre-purchase.**

For customers who already own their property (i.e. switchers), applications can proceed to Letter of Offer subject to a BER cert being provided at a later stage in the journey. You will need to specify 'No BER yet' on your Credit Memo when submitting application.

What this means for you and your customers:

For all FTB and Movers, a BER certificate must be provided upfront as part of the application process. A newly created Rome packaging item called BER certificate will be set up at application stage. The BER cert will be uploaded to the relevant packaging item.

What about House Hunters?

House hunter customers won't have a BER cert until they have selected a property to purchase. There is no action until such time as the Property Specific Change In Proposal is being submitted.

Summary process per cohort (see FAQs on next page for further details)

Cohort	Process (BER related documents to be uploaded to BER placeholder on ROME)
FTB/Mover purchases	Must be accompanied by a BER cert upfront in the application process. BER Cert packaging item will be set up on ROME.
New Builds(Off plan)	Developer or Selling agent to provide customer with a copy of the provisional BER cert to comply with Part L of Planning & Building Regulations. Application can proceed to Loan Offer subject to Provisional BER cert being provided post Loan Offer.
Self-Builds	Provide a provisional BER cert from supervising Architect/Engineer cert to comply with Part L of Planning & Building Regulations. Must be provided upfront.
House Hunters	BER not required until ready for Property Specific Change in Proposal request. BER details and BER certificate to be provided with House hunter to Property Specific CIP request.
Switchers	If customers don't have a BER assessment completed on their property, they will need to arrange for one to be completed as part of their mortgage application process. Application can proceed to Loan Offer subject to BER cert being provided post Loan Offer and prior to Completion process.
BER Exempt	Your customer must provide evidence of their property's listing from their Local Authority's Register of Protected Structures. Screenshot of exemption status to be provided.



BER Certificate — Frequently Asked Questions

Where will a customer find the BER cert for the property they are purchasing?

Customers can find the BER reference number for the property they are purchasing from a number of sources, such as Myhome.ie, Daft or their Estate Agent. The BER reference number will be displayed at the bottom of the property ad on these search engines. The national data base for BER ratings is www.SEAi.ie. BER reference numbers can be entered here to download property BER certs that are registered. We have attached a guide on how to Navigate this website to support your customers. Please refer to your Relationship Manager for guidance if required.

What if my customer doesn't have a BER?

All customers who are purchasing a property can obtain a BER for that property from www.myhome.ie, www.daft.ie or their selling agent and customers who own their home can obtain their cert following a BER Assessment. The only exceptions permitted under regulations are where the property is a **listed structure** & has a **BER exempt status**. In these scenarios '**BER Exempt**' should be specified in your Credit Memo. (For Switcher cohort, see question below)

What happens if a case is submitted without a BER Cert where it is required upfront?

Any case submitted where a BER cert is available upfront (FTB, Mover, Self Builds) and is not included with an application, it will not be progressed and it will be held until the BER cert is received.

What about Switchers?

We recognise, some customers may not have a BER assessment completed on their property and may need to arrange an assessment as part of their mortgage application process. For switcher applications, a BER cert can be provided post Loan Offer to the "Building Energy Rating" (Switcher) packaging item. If customers have a valid BER cert, then upload this to the BER cert placeholder as part of the normal pre submission document upload process.

My customer lives in a period dwelling/protected structure & is BER exempt and there is no BER cert available for the property.

Properties that have a BER exempt status are listed on a register of protected structures held with each Local Authority level. You will be required to upload a screenshot of their exemption status from their local authority website where the property is listed to provide evidence of the exemption status to the 'Building Energy Rating Exemption' packaging item.

My customer is purchasing their property via an inter-family transfer, do they need a BER cert?

Yes, all property (sale) transactions are subject to BER cert under Law Society conveyancing requirements.

My Customer is buying off plans (New Build purchase), will a BER cert be available?

Yes, new builds will have a provisional BER cert that is valid for 2 years. This confirms Part L of the Building Regulations will be complied with based on how the dwelling must be constructed in areas such as heating, insulation levels and junction details based on the spec provided prior to commencement of construction. This can be obtained from the Developer or selling Agent at the point in time contracts are being signed.

After the Loan Offer has issued, a packaging item called 'Provisional BER Placeholder' will be set up on ROME under Pre Completions. The provisional BER cert must be provided before case can be released to Completions.

A full BER cert must be provided as part of the conveyancing process before drawdown can occur. This will align to BAU where Solicitors will provide the BER details along with the legal pack.



BER Certificate – Pipeline Cases

Pipeline

Applications already submitted to Credit

Any applications already submitted to Credit prior to 18th January will proceed through the pipeline on current terms & conditions & will not be subject to these new rules.

For any **Green Mortgage application** already submitted to Credit Underwriting, a BER cert will be required **prior to drawdown** in line with BAU.

ROME applications – pipeline cases awaiting assessment by Broker Specialist team

We have applied a Grace period to accommodate in-flight applications from 18th -21st Jan inclusive.

New applications/CIP's flowing through during this timeframe will follow the above rules, i.e. they are not subject to the new BER process. A hard stop will apply from new applications submitted on ROME from **Monday 22nd January**. Any case submitted without a BER cert will be held in line with new requirements and will be subject to BER Cert per these new procedures before being processed.

All new **Green Mortgage applications** submitted from **22nd January** will be subject to new rules whereby BER certs will be **required upfront** for any purchases or at Letter of Offer stage if customers need to arrange a BER assessment on their property (i.e. Switchers)

Change in Proposals (CIPS)

All CIPs relating to changing Property Details including House hunter to Property Specific submitted from 22nd January are subject to new rules and a BER cert must accompany the CIP.

We have updated our CIP template (see attached). All CIPs must be submitted in this format from 22nd January onwards. A BER Certificate packaging item will be opened on ROME so that BER Cert can be uploaded with CIP documentation.

Minor change requests that do not require a new Loan Offer may not fall into the above category. Please refer to your Relationship Manager for advice in these circumstances.



Broker Credit Memo

Broker Credit Memo

The following must be included on all Credit Memo accompanying all applications from today forward:

- Have you discussed BER cert requirement with your customer(Yes/No) delete as appropriate
- Has BER cert been uploaded to the BER Placeholder on Rome (Yes/No) delete as appropriate
 - o If no (confirm this is a Switcher app only) BER certs required for all other cohorts
 - o If Yes, please list the following data points from the BER Cert & enter here;
 - BER reference number(BER Number): _____
 - BER Rating: _____
 - Co2 emission: _____
 - BER kwh/m2/yr: _____
 - Date of issue: _____
 - Vaid Until _____
- Is customer aware they cannot drawdown their Mortgage without a BER cert being provided? Yes/No delete as appropriate
- If customer is BER exempt, have you uploaded to ROME a copy of their BER exempt status from Local Authority Register of protected structures? Yes/No delete as appropriate
- If BER exempt, have you confirmed to customer it is their choice if they'd like to have their property BER assessed? Yes/No delete as appropriate. There is no obligation for customer to complete an assessment.

As always, should you have any queries on the information contained in this communication, please do not hesitate to contact your Broker Relationship Manager.



ROME Details

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The below are sample screen shots of the Rome placeholder descriptions for BER cert process

Building Energy Rating Exemptionfor Carol TestUpload

The Loan cannot be drawn down unless you first provide to us documentation to prove that any dwelling on the Property is a national monument, a protected structure, a proposed protected structure or is otherwise exempt from the Energy Performance of Buildings Regulations.

Please upload a copy of your exemption status from your Local Authority.

Document typePlease selectUpload file(s)

BER Exempt Placeholder

BER Placeholder for all Purchase journeys & Switchers who have a BER cert for their property available **upfront**

Building Energy Rating (Property purchases)for Carol TestUpload

Please upload a Building Energy Rating (BER) Certificate from a qualified firm in the form required by the Energy Performance of Buildings Regulations.

You cannot draw down (borrow) the Loan unless you first provide us with this document.

Document typePlease selectUpload file(s)

Building Energy Rating (Switcher)for Carol TestUpload

Please upload a Building Energy Rating (BER) Certificate from a qualified firm in the form required by the Energy Performance of Buildings Regulations.

You cannot draw down (borrow) the Loan unless you first provide us with this document.

Document typePlease selectUpload file(s)

Placeholder for Switchers requiring a BER assessment on their property as part of the process

Provisional BER Cert required upfront for Self-Builds. For New builds in estates this is required as part of Offer letter process

Provisional Building Energy Rating Certificatefor Carol TestUpload

Please upload your provisional Building Energy Rating (BER) Certificate from a qualified firm in the form required by the Energy Performance of Buildings Regulations.

You cannot draw down (borrow) the Loan unless you first provide us with the full version of this document.

Document typePlease selectUpload file(s)

Final Building Energy Rating Certificatefor Carol TestUpload

Please upload your final Building Energy Rating (BER) Certificate from a qualified firm in the form required by the Energy Performance of Buildings Regulations.

You cannot draw down (borrow) the Loan unless you first provide us with the full version of this document.

Document typePlease selectUpload file(s)

Final BER cert – New estate Builds & Self – Builds must convert their provisional BER certs to Full during the conveyancing process pre-drawdown